

July 17, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT
CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS
CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Career Technical Training Webinars

1. Purpose. To inform the Job Corps community of a series of Webinars in July, August, and September 2008 designed to support staff in: implementing updated career technical training programs, increasing student attainment of certifications, and improving recognition of center training programs by industry sponsors.

2. Background. As an integral part of its New Vision for student training, Job Corps has aligned its national career technical training programs with industry skill standards and certifications to successfully prepare students for high-growth, high-demand occupations. Centers were required to transition to the revised training programs by July 1, 2008. Currently, the national emphasis is on enabling students to obtain appropriate certifications and licenses, tracking student certifications, and encouraging centers to obtain training program recognition by industry sponsors. To support centers in this certification initiative and improve training program implementation, the National Office of Job Corps is sponsoring a series of Webinars. The Webinars will focus on program-specific requirements, staff roles and responsibilities, and issues that impact successful implementation of the new Training Achievement Records (TARs) and the national certification initiative.

3. Program Description. Webinars will be offered for three audiences at specified times. The Webinar for operators and Center Directors will have a maximum of 45 slots available. All other Webinars will have a maximum of 30 slots each. One "slot" represents a phone line and one computer. Groups/centers may choose to share a slot.

Below is information about three different sets of Webinars, each for a different audience:

- a. **Job Corps Regional Staff, Operators, and Center Directors Webinars.** This first set of Webinars will be held on the following dates and times (eastern standard time for all):

- (1) For regional representatives only
 - Tuesday, July 29, 2008: 2 p.m. – 3 p.m.
 - Wednesday, July 30, 2008: 10 a.m. – 11 a.m.
- (2) For center operators and Center Directors
 - Thursday, July 31, 2008: 2 p.m. – 3 p.m.

NOTE: We apologize for the short notification of these dates. However, we strongly encourage and welcome your participation.

The purposes of each Webinar will be to provide a broad overview of: the national certification initiative, related expectations, and requirements for the Job Corps community; roles of regional and operator staff and Center Directors in support of centers' implementation of this initiative; and resources available to assist regions, operators, and centers. Each Webinar will include time to address questions, and strategies from a management perspective on issues related to implementation of the certification initiative.

- b. **Center Career Technical and Academic Managers and Instructors Webinars.** The second set of Webinars will be for center managers and instructors. Each will focus on implementation of one of the following 11 Job Corps national training program areas: Advanced Manufacturing, Automotive and Machine Repair, Construction, Finance and Business, Health Care, Homeland Security, Hospitality, Information Technology, Renewable Resources and Energy, Retail Sales and Services, and Transportation.

These Webinars will be conducted during August and September 2008, according to the attached schedule. Center staff will sign up for the training program areas of interest to them. Registration will be on a "first come/first served" basis, with a limit of 30 slots per Webinar.

The focus will include an overview of the context for revising Job Corps training; program and certification requirements for the specific training program featured on the Webinar; roles and responsibilities of the instructors and CTT and academic managers in implementing the

program; strategies for implementation and resources available; and an opportunity for sharing effective practices and addressing questions.

c. **Outreach and Admissions (OA) and Career Transition Services (CTS) Staff Webinars.**

(1) This set of Webinars will be held on the following dates and times (eastern standard time):

- Tuesday, September 23, 2008: 10 a.m. – 11 a.m.
- Wednesday, September 24, 2008: 2 p.m. – 3 p.m.
- Thursday, September 25, 2008: 2 p.m. – 3 p.m.

(2) Each Webinar will cover a general overview of all of Job Corps' new and revised career technical training programs and certification requirements; the roles of OA staff in providing information to new students on certification requirements of new and revised programs; the roles of CTS staff in providing updated information to employers on student certification and new and revised Job Corps programs; resources available to OA and CTS staff; and a time for questions and answers.

4. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff. To register for a Webinar slot, send an e-mail message to deployment@jobcorps.org.

a. Information that must be included in the registration e-mail.

(1) **Webinar title** (select from the following):

- (a) "Career Technical Training Program Webinar for Regional and Operator Staff, and Center Directors"
- (b) "Career Technical Training Program Webinar for Center Staff" (specify the industry/program area featured)
- (c) "Career Technical Training Program Webinar for OA and CTS Staff"

(2) **Date and time of the Webinar**

(3) **Participant contact information (phone number in addition to e-mail address)**

b. Registration Confirmation. Registrants will receive e-mail confirmation from the Job Corps Data Center (JCDC) on the Webinar title, date, and time, as well as instructions for accessing the Webinar.

c. Registration Deadlines.

- (1) Registration deadline for regional, operator, and Center Director staff Webinars: Wednesday, July 23, 2008.
- (2) Registration deadlines for center staff Webinars are specified in the attached document.
- (3) Registration deadline for the OA/CTS Webinars: Friday, September 12, 2008.

Groups/centers registering for a single slot should select a moderator to pose questions from the group to the presenters during the Webinars.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or fry.lynne@dol.gov.

Attachment

Career Technical Webinar Timetable